

Job Vacancies at RTM International

Job Circular No.: 20261006-017.3

Position: Pharmacist

Reports To: Sr. Project Manager

Number of Vacancies: 01

Research, Training and Management (RTM) International NGO working in the Cox's Bazar to implement different projects supported by Government of Bangladesh, UNFPA, UNICEF and others development partners. To support the UNFPA funder project implementation, RTMI requires to fill up the vacancy for the position of Pharmacist. This position is responsible for the following tasks.

2. POSITION SUMMARY

Under the direct supervision of the Senior Project Manager and in technical collaboration with UNFPA designated personnel, the Pharmacist shall lead inventory management, supply chain operations, and quality assurance of SRH medicine and medical supplies across all project-supported health facilities. The incumbent exercises direct supervisory oversight over the Storekeeper, general logistics/pharmacy supporting staff, and facility-level personnel responsible for inventory management. The Pharmacist is responsible for implementing effective stock control systems, supporting warehouse operations, supervising electronic inventory tracking (eLIMS/), conducting regular field monitoring, and building team capacity to ensure the uninterrupted availability and rational use of medicines.

Key Responsibilities and duties:

A. Supervisory and Leadership Responsibilities

- Directly lead and supervise, guide, and manage the Secondary Warehouse (RTMI-UNFPA NGO Level) day-to-day work performance of the Storekeeper, supporting staff, and facility-level personnel responsible for inventory management.
- Plan, assign, and monitor task execution for secondary warehouse and facility-based inventory personnel to maintain strict compliance with standard operating procedures.
- Conduct regular performance appraisals, on-the-job coaching, and technical mentorship for supervised staff to ensure high operational efficiency and accuracy.
- Ensure direct supervisees maintain disciplined stock handling, physical storage standards, timely documentation, and workplace safety protocol compliance.

B. Supply Chain and Inventory Management

- Establish, maintain, and oversee a compliant pharmacy storage environment with dedicated areas for receiving, packing, and full inventory management in line with WHO Good Storage and Distribution Practices (GSP/GDP) (e.g., INN labeling, dosage, pharmaceutical form, expiry date, FEFO principle).

- Ensure the implementation of an uninterrupted, high-quality supply chain management system adhering to organizational and donor established standards.
- Conduct monthly physical stock counts, reconcile balances, and submit accurate stock reports to project management at the end of each month.
- Conduct comprehensive quarterly and end-of-project inventory checks, submitting formal audit reports to the Senior Project Manager as well as to Donor.
- Maintain and update up-to-date stock/bin cards, electronic files (Excel), stock-ledger, and the UNFPA electronic Inventory Management System (eLIMS / UNFPA).
- Oversee cold chain integrity and daily temperature monitoring of storerooms, refrigerators, and air conditioning units.
- Track and log medical equipment and medical asset movements between project bases and facilities.

C. Order Reception, Processing, and Distribution

- **Order Reception:** Receive, verify, and inspect incoming drugs and medical supplies for quantity, physical condition, and quality compliance; issue official acknowledgments of receipt; and register all items into physical and electronic inventory records.
- **Order Preparation & Allocation:** Review field requests for clinical rationality, pack approved orders efficiently, update inventory records immediately upon stock movement, and distribute supplies to facilities in a timely manner.
- **Financial Estimation:** Prepare estimated budget requirements for health facility needs based on historical consumption trends and clinical forecasts.

D. Forecasting, Consumption Analysis, and Rational Use

- Analyze consumption data proactively to identify anomalies, calculate buffer stocks, project replenishment needs, and initiate timely procurement processes to prevent stock-outs.
- Alert project management and Donor immediately upon the utilization of buffer stocks or identification of unexpected usage trends.
- Participate in Forecasted Monthly Consumption (FMC) estimation meetings, providing data-driven inputs derived from standardized consumption tools.

E. Field Monitoring, Technical Support, and Capacity Building

- Conduct routine field monitoring visits across all RTMI-UNFPA health facilities (including Women Friendly Spaces and Multipurpose Centers) to evaluate inventory controls, facility-level store management, and general supply chain performance.
- Document and disseminate formal monitoring reports detailing field findings to RTMI project management and donor representatives to ensure staff accountability.
- Provide technical guidance, technical training, and capacity development to facility-based drug dispensers, midwives, supervisors, and storekeepers regarding storage practices, reporting accuracy, and the rational use of medicines.

F. Inter-Departmental Coordination and Representation

- Maintain professional collaboration with internal departments, including Finance, Human Resources, Logistics, and medical teams.
- Represent the organization actively in internal operational meetings, technical working groups, and external coordination meetings with donor representatives.
- Support operational activities at the RTMI-UNFPA Primary Warehouse (WFP Ramu Hub) in accordance with donor requirements, working in close coordination with the Assistant Warehouse Officer.

Employment Status:	Contractual
Salary :	=67,005/- BDT
Job Location:	Ukhiya, Cox's Bazar, Bangladesh.
Educational requirements:	● Bachelor of Pharmacy (B.Pharm) from a recognized university; a Master's degree in pharmacy or public health/supply chain management is preferred.
Experience and other Requirements:	● Proven ability to lead, manage, and supervise team members, including storekeepers, support staff, and facility-level supply personnel. ● Demonstrated experience in inventory management systems, stock reporting software, or electronic logistics information management systems (eLIIMS/eStock). ● Female candidates are encouraged to apply. ● At least 3-5 years of professional working experience as a Pharmacist or Medical Logistics Manager, ● Preferable work experience in the humanitarian context in Cox's Bazar or NGO health project settings.
Compensation & other benefits:	As per organization policy
Last date of submission:	13 October 2026
Applying to:	job01@rtm-international.org

Read Before Apply:

The incumbent will maintain and abide by the RTM International Code of Conduct in discharging any duties in the refugee camps (while interacting/treating/counseling the refugee population) and commit to abide by the PSEA core principles and other issues.

Attention:

RTM International has a Policy regarding Protection against Sexual Exploitation and Abuse (PSEA), a Gender Policy, and a Child Protection Policy. The organization has a Policy of Zero Tolerance regarding this issue. Candidates having knowledge of PSEA will be preferred. Female candidates are encouraged to apply.

Application Instruction

Job Circular No.: 20261006-017.3

(Applicant must mention job circular no. & Position in E-mail Subject Line)

Interested candidates may apply to **the Director (Administration), RTM International, 581 Shewrapara, Mirpur, Dhaka 1216** by sending their application and details CV along with recent passport size photographs, copy of NID, copy of all academic certificates and contact details **on or before 13 October 2026** to E-mail address: job01@rtm-international.org (indicating Circular No. & Position name in the Subject line).

Only short-listed candidates will be called for interview.
No TA/DA will be provided for attending the interview.

Director (Administration)